



JOB DESCRIPTION

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| JOB TITLE: | Housing Program Coordinator | |
| DEPARTMENT: | Business Assistance & Housing Services | |
| REPORTS TO: | Senior Project Manager | DATE: April, 2009 |
| EMPLOYEE UNIT: AFSCME | | Supersedes: October, 2002 |
| FLSA EXEMPT: | No | |

JOB SUMMARY: Under general direction of a Senior Project Manager, coordinates the City's low and moderate income housing programs, provides support for the administration of the Residential Development Control System, coordinates the acquisition and disposition of real estate, participates in the budget process, and is responsible for insuring compliance with contracts, agreements and housing program policies; performs related work as assigned.

CLASS CHARACTERISTICS: This is a journey level classification which is responsible for the technical housing and real estate activities of the Housing Division, specifically related to the City's Below Market Rate program, and specialized responsibility providing support for maintaining and updating the Housing Division loan documents and records.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Director of B.A.H.S. and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Orient, monitor, and ensure eligibility and compliance of program participants with the terms and conditions of housing agreements and program policies.
2. Understand and Implement City's Housing Goals and Policies as outlined by the Director of Business Assistance and Housing Services.
3. Coordinate real estate transactions, including but not limited to acquisition, disposition, and escrow.
4. Work to serve the interests of a variety of customers including property owners, developers, lenders, appraisers, property managers, tenants, and others regarding housing and real estate related issues.
5. Confer with, and provide professional and technical support to, other City staff on housing and real estate related issues.

6. Ensure proper and timely implementation of housing or real estate related activities.
7. Recommend appropriate action to supervisors to ensure compliance with housing or real estate related activities.
8. Assist in the monitoring of contracts, agreements, related activities including but not limited to verification individual BMR unit compliance.
9. Enlist and maintain professional and public participation in housing programs.
10. Receive, develop, and evaluate housing program applications; maintain applicable eligibility or notification lists.
11. Review submitted financial records and verify for completeness, accuracy, and applicability.
12. Monitor individual participant eligibility in conformance to established requirements.
13. Maintain records of City housing programs and services.
14. Assist in the preparation of informational hand-outs and brochures.
15. Maintain cooperative working relationships with state and federal agencies, non-profit organizations, private companies, City staff, community members and others.
16. Perform a variety of tasks to complete real estate transactions and to coordinate the City's below market rate housing program.
17. May make presentations before the Planning Commission, City Council or Redevelopment Agency, real estate related groups, or program applicants as directed as directed.
18. Provide accurate public information concerning housing programs eligibility standards and policies that is consistent with City goals and policies.
19. Assist with the preparation of the Housing Division budget as directed.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelors degree from an accredited college in housing, planning, finance, accounting, real estate, public administration or a related field of study.
2. Two years experience in housing, planning, community development, economic development department or a related applicable environment.

3. Additional job related experience may partially offset the college requirement on a year for year basis up to a maximum of two years.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

Other Requirements:

1. Bilingual (Spanish) is desired.

Knowledge of:

1. Housing programs, including compliance monitoring and evaluation systems.
2. Real estate development and finance including terminology and documents used in real estate, housing finance, and construction.
3. Redevelopment laws and procedures, including Housing laws and regulations.
4. Legal documents required in loan packaging.
5. Financial record keeping principles and practices.

Skill in:

1. Collecting and assembling pertinent financial, housing and real estate information from applicants for loan analysis.
2. Monitoring and processing obligations under leases and other real estate activity including loan payments and insurance requirements.
3. Answering inquiries and providing factual and technical information regarding the activities of the Housing division.
4. Report writing, grant writing, and application preparation.
5. Assembling, organizing and presenting in written or oral form statistical and/or factual information derived from a variety of sources.
6. Use of common office software including Microsoft Office.
7. Providing outstanding customer satisfaction (internally and externally).
8. Effective time management.

Ability to:

1. Establish and maintain effective working relationships with those contacted in the course of the work.
2. Work independently, use initiative and sound judgment within established guidelines and use creative ways to solve problems.
3. Plan, prioritize, and implement housing program activities.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this

job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally indoors in a temperature-controlled office; some travel is required.
2. Noise level in the work environment is usually moderate.